

inspect the completed film in the remaining eighteen counties and Baltimore City.

As in the past, we worked closely with the Department of Budget and Procurement on requests from State agencies for the purchase or rental of record equipment and services. These cooperative efforts resulted in considerable savings to the State: first, by ensuring that as records are moved out of high-cost space and filing equipment into the Centers or are destroyed, the equipment released is utilized before new equipment is purchased; and second, by determining that the equipment or service requested is appropriate for the purpose intended. We also continued to advise the Comptroller of the Treasury, when requested, on the expenditure of funds for record equipment, supplies, and services for the Clerks of Court and the Registers of Wills of the counties and Baltimore City. This year, the Archivist or the Assistant Records Administrator reviewed requests from twenty-five officers of eighteen counties and Baltimore City. Among the items requested were microfilm and photostat cameras, microfilm readers, quick-copy machines, roller shelves and plat cabinets, the purchase of new and the repair of old indexes, and the rebinding and re-covering of record books. The amount requested for these expenditures totals \$77,980.

More detailed information regarding the activities of the Records Management Division may be found below.

RECORDS RETENTION SCHEDULES

The tables below list the 31 schedules established during the year for State and county agencies.

<i>State Agencies</i>	<i>No. of Schedules</i>	<i>No. of Record Series</i>
Agriculture, Board of		
Live Stock Sanitary Service.....	1	19
Baltimore City Police Department		
Detective Bureau.....	1	3
Central Licensing Office.....	1	30
Comptroller of the Treasury		
License Bureau.....	1	13
Department of Education		
Administration, Finance and Research	1	17
Certification and Accreditation.....	2	10
Vocational Education.....	1	4
Vocational Rehabilitation.....	1	4
Employees' Retirement Systems.....	2	17
Division of Social Security.....	1	1
Teachers' Retirement System.....	1	13
Hall of Records Commission		
General Administration.....	1	13
Archival Administration.....	1	5
Records Management.....	1	10
Health, State Department of		
County Health Departments.....	1	2